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AFM 37-123, 30 August 1994, is supplemented as follows: This supplement applies to HQ Air Intelligence Agency (AIA) directorates, major staff offices, and AIA-subordinate units. It does not apply to AIA-gained Air National Guard or Air Force Reserve units. Refer questions to HQ AIA/DOOI, Agency Records Manager, 102 Hall Blvd, Ste 229, San Antonio TX 78243-7029.

SUMMARY OF REVISIONS

This revision affects the following changes: AFIC to AIA throughout the supplement; changes AFR 12-50, Volume II to AFM 37-139; changes USAFINTTEL 201-1 to AFM 14-304; changes AFR 205-43 to AFI 31-401; records technician to records custodian; clarifies the use of nonstandard or six-part folders, and gives policies and procedures for using Records Information Management System (RIMS), Chapter 2.

2.2.1. Do not make changes until approved by the Records Manager (RM). Notify the RM of all changes, additions, and deletions to the file plan, by letter or routing slip through the Functional Area Records Manager (FARM). Notify the RM each time the records custodian or chief of an office of record changes.

3.7.4. If the file folder(s) contains Privacy Act information, attach either an AFVA 33-207, *Privacy Act label*, to the front of the folder to protect the personal information or a computer generated label that states "Privacy Act of 1974 Applies."

4.3. Folders containing special intelligence material must be stamped "Contains Sensitive Compartmented Information." Stamp appropriate special handling instructions on the front of the folder or the folder tab, bottom of the folder, and the back of the folder top and bottom. Use discretion when preparing new folders. Do not arbitrarily prestamp every folder with the highest classification possible. You may prestamp it with the expected classification, only if from general knowledge or past experience you are certain of the classification of the material expected to be filed during the retention period. NOTE: You

do not have to change the classification markings on the folder when the contents change, as long as the classification marking is at least as high as that of any document in the folder.

4.3.1. (Added) File classified material in the same folder with unclassified material, except as prevented by governing AFI 31-401. File collateral Top Secret (TS) material separately from other folders in the file. When there is a requirement to file endorsements, attachments, annexes, or other related documents of lower collateral classification with TS material, place the TS material on the right side of the folder and documents of the lower classification on the left side of the folder. Do not file Sensitive Compartmented Information (SCI) and collateral TS material in the same folder.

5.2.1. Nonstandard or six-part folders (NSN 7530-00-990-8884) may be used for the following tables and rules from AFM 37-139:

Table	Rules
T23-11	R40 thru 45
T37-11	R5 and R6
T37-11	R7-11
T61-02	R1
T64-01	R2
T64-04	R16
T90-04	R1-4

Use standard folders for all other tables and rules unless a waiver is granted by the RM. Submit a letter to the RM identifying the table, rule, and series title for each record series where nonstandard file folders will be used. In addition, provide justification explaining why standard file folders are not sufficient.

5.3. HQ AIA major staff offices and San Antonio-area subordinate units will turn in excess filing equipment with an AF Form 2005, **Issue/Turn-In Request** to 76 LG/LGSCPM, Bldg 2000, Rm 17, for distribution. Field units will abide by their host directives. Refer to AFM 23-110, Vol II, Chapter 8 for example of AF Form 2005.

5.5.2. The chief of an office of record will forward requisitions through the FARM for coordination before submitting to the local RM. Send to HQ AIA/DOOI Attn: Agency Records Manager for approval or disapproval. Include a statement certifying that "prerequisites of AFI 37-161 have been satisfied."

7.2. Problems associated with the implementation of RIMS must be reported through your RM to HQ AIA/DOOI Attn: Agency Records Manager.

7.3.2. Submit electronic record system proposals through your local record manager to HQ AIA/DOOI prior to implementing.

7.12.3.3. If you retain Privacy Act information within an electronic media, an AFVA 33-207 will be placed on monitors and central processing units (CPUs). However, laptops will be exempted because of the visibility to the public eye when the individual(s) is temporary duty (TDY).

LYNN W. WAKEFIELD, Colonel, USAF
Director of Operations